

Step 1 – Application

Application materials and forms are obtained from the Office of Central Inspection.

Applications may be submitted in several ways, including:

- At the permit desk in the Office of Central Inspection on the 7th floor of City Hall.
- By mail.
- By fax for one and two-family construction/remodeling permits of any type, for commercial roofing and siding permits, and for any trade permits (electrical, mechanical, plumbing and sewer). Licensed construction contractors may participate in the OCI Fax Permit Program for the above types of permits, whereby OCI will review and issue a permit approval (or denial) by fax within a minimum of 24 hours of the faxed application receipt (excluding sewer permits that have a maximum 48-hour review turn-around time). Participation in the Fax Permit Program also allows contractors to pay automatically for each permit issued by credit card, or by cash or check on a weekly basis for all permits issued during the previous week.
- By the Internet through OCI's "E-Permits" program for one or two-family remodeling permits; any roofing and siding permits; and for any electrical, mechanical or plumbing trade permits.

The following information must be submitted with the application for a building or trade permit.

For One and Two-Family Residential Building Permits:

- Residential Permit Application Form (this is not required if the application is made in person at the permit counter). See form in Appendix B.
- Legal description and property tax control number for the site
- A simple site plan showing the proposed location of the structure(s) on the site indicating distances to other existing buildings on the site and the distances to property lines. The site plan does not have to be to scale or professionally designed.

- Property owner information
- For new houses, specific information to indicate any required drainage grades and/or elevations on the site and/or for the structure. This information is available from the Subdivision Grading/Drainage Plan that is approved with the original subdivision plat approval. Specific lot grading/drainage requirements are included on subdivision plats approved in the City of Wichita since 1990. For building lots in subdivisions platted after October 5, 2000, a survey performed by a Kansas-licensed land surveyor or engineer must be obtained, at the contractor or owner's expense, at the time of underground plumbing or foundation wall completion. The survey verifies that basic lot grading elevations and foundation floors and walls are correct and in compliance with the approved Subdivision Plat Grading/Drainage Plan. **NOTE:** See "Backyard Drainage Policies" and "Subdivision Lot Grading Plan Certification" form in Appendix B.
- For pre-fabricated houses (other than "mobile homes") that are to be erected in residential zoning districts (other than districts zoned for mobile homes), the prefabricated home must be placed on an engineered/designed permanent foundation, and must meet specific other criteria as a "residential design manufactured home" (minimum roof pitch, type of roofing and siding materials, porch design, etc., as outlined in the Wichita-Sedgwick County Unified Zoning Code). The pre-fabricated home must also have specifications and certified "third party" inspection information that assures that the pre-fabricated home was constructed to minimum national building code standards.
- If a new home is to be served by a private water well (for potable drinking water) or by an on-site sewer disposal system (such as a septic system), connection to such systems must first be approved by the Wichita Environmental Health Department, 1900 E. 9th Street, (316) 268-8351, before a building permit is issued. In some areas of the City, water wells may not be allowed due to contamination of groundwater in that area, and septic systems may not be allowed if the present system is failing or if soils and the site are not conducive to an on-site sewage disposal system.

For Commercial Building Permits:

NOTE: A Building Permit Examiner will preliminarily review commercial project applications for completeness at the OCI permit desk. Incomplete project plans may not be officially accepted for plan review, or “logged-in” until all required application materials are submitted. See the “Office of Central Inspection City of Wichita Plan Submittal Information” form in Appendix B that is utilized by Building Permit Examiners during plan “log-in”.

New Construction and Additions

- Plan Submittal Information Sheet (see form in Appendix B)
- Project Valuation Data Sheet (see form in Appendix B)
- Three complete sets of Project Plans, each set to include:
 - Site utility and drainage/grading plans sealed by Kansas-licensed design professional
 - Architectural drawings/plans sealed by Kansas-licensed architect
 - Structural drawings/plans sealed by Kansas-licensed design professional
 - Mechanical plans sealed by Kansas-licensed design professional
 - Plumbing plans sealed by a Kansas-licensed design professional
 - Electrical plans sealed by a Kansas-licensed design professional
 - A “Code Plan” prepared by the architect that summarizes life safety design issues, occupancy and construction classification issues (see sample Code Plan in Appendix B)
- At least one site utility and drainage/grading plan with impervious area calculations.
- Three ADDITIONAL site utility and drainage/grading plans.
- Specialty plans, that may include the following:
 - Tenant Lease Plan: Two copies for all new multi-tenant buildings, submit to OCI (this is simply a building schematic lay-out showing proposed tenant spaces for addressing/suite assignment purposes).

- Landscape plans (if required for the project per the Landscape Ordinance and/or Wichita-Sedgwick County Unified Zoning Code): Five copies minimum, eight copies if the project is in a Community Unit Plan (CUP) or Planned Unit Development (PUD). Submit landscape plans to Planning Department, 10th floor, City Hall, 455 N. Main St., Wichita, KS 67202; (316) 268-4421.
- Fire alarm and/or smoke detection plans, if required for project: Four copies minimum. Submit to Fire Department/Fire Prevention, 11th floor, City Hall, 455 N. Main St., Wichita, KS 67202; (316) 268-4441.
- Automatic Fire extinguishing plans: Three copies minimum. Submit to Fire Department/Fire Prevention, 11th floor, City Hall, 455 N. Main St., Wichita, KS 67202; (316) 268-4441.
- Miscellaneous specialty plans (furniture layout, retail sales fixture plan, kitchen equipment, etc.): Three copies minimum, submit to OCI
- One specification book
- For projects in which one (1) or more acres of ground will be disturbed, a copy of the Notice of Intent (NOI) application form to Kansas Department of Health and Environment (KDHE). See further information and copy of application materials in Appendix B.

➤ Remodeling, including changes in use and occupancy classifications

- Plan Submittal Information Sheet (see form in Appendix B)
- Project Valuation Data Sheet (see form in Appendix B)
- Three complete sets of Project Plans, each set to include:
 - Site utility and drainage/grading plans sealed by Kansas-licensed design professional
 - Architectural drawings/plans sealed by Kansas-licensed architect

- Structural drawings/plans sealed by Kansas-licensed design professional (only required if significant structural changes are being made)
- Mechanical plans sealed by Kansas-licensed design professional (only required if new mechanical equipment and ductwork is being installed or altered)
- Plumbing plans sealed by a Kansas-licensed design professional (only required if new plumbing and/or plumbing fixtures are being added or relocated)
 - Electrical plans sealed by a Kansas-licensed design professional (only required if new electrical panels/supply or circuits are being added or relocated)
 - A Code Plan prepared by the Architect that summarizes life safety design issues, occupancy and construction classification issues (see sample Code Plan in Appendix B)
 - Office of Central Inspection “Barrier Removal Substantiation Form” (ADAAG). See form in Appendix B.
- If any new exterior paved parking, loading or driveway circulation areas are being proposed as part of the remodel or change of use, at least one site utility and drainage/grading plan with impervious area calculations
 - Specialty plans, that may include the following:
 - Tenant Lease Plan: Two copies for all new multi-tenant buildings, submit to OCI (this is simply a building schematic lay-out showing proposed tenant spaces for addressing/suite assignment purposes).
 - Landscape plans: Five copies minimum, eight copies if the project is in a Community Unit Plan (CUP) or Planned Unit Development (PUD). Submit landscape plans to Planning Department, 10th floor, City Hall, 455 N. Main St., Wichita, Kansas 67202 – (316) 268-4421.
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- Miscellaneous specialty plans (furniture layout, retail sales fixture plan, kitchen equipment, etc.): Three copies minimum, submit to OCI
- One specification book

Helpful Hints:

For commercial plan review application submission, the items that are most frequently absent from the submittal package are the “Plan Submittal Information Sheet”, the site plan with impervious area calculations, and the Code Plan.

For Trade Permits (Electrical, Mechanical, Plumbing, Lawn Irrigation and Sewer):

Information regarding the types and number of trade items, e.g., the number and size of electrical services, the number of electrical circuits, the number and size of electric motors, the number of electric outlets, the number, size and/or type of furnaces or air conditioning units, the number of water heaters, the number of waste, gas, or drain openings, etc. This information can be taken at the permit counter or submitted on a standard OCI Electrical, Mechanical, Plumbing or Sewer Permit Application (see trade permit application forms in Appendix B).